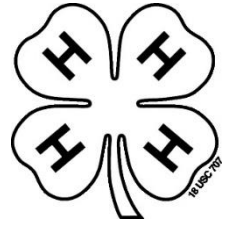


Clay County Record Keeping Guidelines



Why is keeping records important?

We encourage all 4-H members to keep accurate records throughout their 4-H career, both as a highly beneficial learned skill, and as a means of tracking participation, goals, achievements, and growth over time. These 4-H record books are an invaluable resource when 4-H members are ready to write award or scholarship applications and resumes, or to prepare for interviews, meetings, or speeches.

What is required when I am keeping records?

Record book requirements vary from county to county, but all include the following information:

- **Recordkeeping**- based on project areas, used heavily in livestock projects, but should be used in non-livestock project areas as well
- **Goal Setting**- starting with a goal in mind is crucial to tracking learning and growth over time
- **Yearly Summary**- allows you to take a “big-picture” view of your learning and can guide future project area choices
- **Reflection**- goals are only useful if you take the time to reflect on the process and evaluate your learning after you have met a goal or completed a project
- **Project Records**- individual project records on things like cost and profit tracking, and documentation of achievements is an important part of any record book

What should my record book look like?

Record books can be created in several styles, which may include PowerPoint or other digital presentation, poster, or as a tradition book or binder. Regardless of the style you choose, your records should always include your name, grade, club, and the year you’re completing the record for.

Are there any specifics for creating a Clay County Record Book?

Every Clay County 4-H member creating a record book should include the following sections:

- **Cover Letter**- this brief (two-page max) letter should be addressed to the Record Book Committee and will serve as a personal introduction and a summary of your 4-H year. Be sure to include information about your club involvement, an overview of your achievements, and your involvement in activities outside of 4-H.
- **Resume**- you should then complete a resume for each of the project areas you participated in. Resumes should include the following information:
 - **Goal**- explain what you wanted to learn or do in the project area for the year; goals should be specific, measurable, timely
 - **Action Plan**- explain how you went about meeting your goals; this should be a general summary, not specific details about every project you completed
 - **Reflection**- reflect on your year in the project area; What went well? What would you do differently? What did you learn throughout the year?
 - **Future Plans**- discuss your future plans for this project area; Would you like to try something new within the project area? What else would you like to learn? How are you going to use what you’ve learned?
 - **Supporting Documents**- include any materials that will help you tell the story of your work in the project area. This could include photographs, awards, or financial reports that relate to your goal

When is my record book due?

Clay County Record Books are due to the Clay County Extension Office by December 31st each year.